



January 7, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO DELEGATE AUTHORITY TO THE DIRECTOR, DPSS, TO
ENTER INTO AN AGREEMENT WITH THE HOUSING AUTHORITY OF THE CITY OF
LOS ANGELES TO PROVIDE LIMITED ENGLISH PROFICIENT TRAINING FOR
CalWORKs PARTICIPANTS
(ALL DISTRICTS - 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Director, Department of Public Social Services (DPSS), to prepare and execute a sole source contract, substantially similar to the attached sample with the Housing Authority of the City of Los Angeles (HACLA) to provide Limited English Proficient Training to CalWORKs participants. The contract will be for a term starting January 7, 2003, or one day after execution, whichever is later, and terminating June 30, 2003 at a maximum cost of \$1,450,000 funded by CalWORKs Performance Incentive funds approved by your Board on June 26, 2002.
2. Delegate authority to the Director, DPSS, to prepare and sign amendments to the contract for any decreases or increases of no more than ten percent of the total contract amount when the change is necessitated by additional and necessary services that are required by the Contractor(s) to comply with changes in federal, State or County requirements. The approval of County Counsel and the Chief Administrative Office (CAO) will be obtained prior to executing such amendments and the Director will notify the CAO in writing within fifteen business days after the execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The proposed Contract is in response to the need for education and training opportunities for this particular CalWORKs population who face significant barriers to gaining employment due to limited English proficiency skills and low levels of education.

On June 26, 2002, your Board allocated \$1,450,000 in CalWORKs Performance Incentive funds for FY 2002-03 to implement the Limited English Proficient (LEP) training project. On October 31, 2002, we advised your Board of our intent to enter into a sole source contract with the Housing Authority of the City of Los Angeles (HACLA) to provide vocational skills training to limited and non-English proficient CalWORKs participants.

The training will provide limited English proficient CalWORKs participants with the vocational English skills necessary to compete for jobs in the labor market which will lead to self-sufficiency.

Implementation of Strategic Plan Goals:

The Contract is consistent with the principles of the Countywide Strategic Plan in enhancing service excellence. The Contract will ensure assistance to CalWORKs families by providing families with the training opportunities needed to attain self-sufficiency.

FISCAL IMPACT/FINANCING:

The maximum contract amount for the Housing Authority of the City of Los Angeles Limited English Proficient Program is \$1,450,000 and will be funded exclusively with CalWORKs Performance Incentive funds. Therefore, there is no net County cost impact.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The contract term will commence January 7, 2003 or one day after execution, whichever is later, and will continue through June 30, 2003.

The Contractor will not be asked to perform services which will exceed the overall budgeted amount of \$1,450,000, scope of work, and contract term. The Contract has been approved as to form by County Counsel.

The Contractor will subcontract with public educators and agencies for provisions of the Limited English Proficiency Language Sensitive Vocational Training Program.

There will be no adverse impact to County employees as a result of these contracts.

The Contract includes provisions for the Contractor to consider hiring County employees targeted for layoff, or qualified former County employees who are on a re-employment list during the life of the contract when filing future vacancies.

The Contract also requires that the Contractor consider hiring participants of the Greater Avenues for Independence (GAIN) or the General Relief Opportunities for Work (GROW) Programs. The Contract includes provisions for the County or the Contractor to terminate performance of services in whole or in part when such action is deemed by the terminating party to be in its best interest.

The Contractor is in compliance with the Jury Service Program.

CONTRACTING PROCESS:

No solicitation document was issued for the procurement of services. State contracting regulations allow the County to negotiate contracts with other government entities without a formal bid process.

The Contract does not provide for cost-of-living adjustments. As this is an actual cost contract, any increase in costs will be reflected in the quarterly reconciliation invoices. However, the Contract states that the County will not be liable for payments that would exceed the contract maximum.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

This Contract will provide Limited English CalWORKs participants with educational opportunities and training services that are developed with the collaborative efforts of HACLA, public educators and Los Angeles County. The contract is in compliance with all requirements of Los Angeles County Code Section 2.180.010, Certain Contracts Prohibited.

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CONCLUSION:

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted, stamped Board letter to DPSS.

Respectfully submitted,

A handwritten signature in cursive script that reads "Bryce Yokomizo". To the right of the signature is a circular stamp containing the letters "SK".

Bryce Yokomizo
Director

BY:dy

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors